

Thinking about Routines

Below are some classroom routines that you may need to think about when you become a classroom teacher. Think about actual routines you might use in each category listed below. Then, think about which routines need to be taught on the first day. In other words, decide on priorities so that you can teach a routine when it is most appropriate (and most likely to be remembered).

Summary of Classroom Routines

Class-Running Routines: Nonacademic routines that enable the classroom to run smoothly	Lesson-running routines: Routines that directly support instruction by specifying the behaviors that are necessary for teaching and learning to take place
<i>Administrative routines</i>	<ul style="list-style-type: none"> • What to bring to class
<ul style="list-style-type: none"> • Taking attendance 	<ul style="list-style-type: none"> • Collecting homework
<ul style="list-style-type: none"> • Recording tardiness 	<ul style="list-style-type: none"> • Recording who has done homework
<ul style="list-style-type: none"> • Distributing school notices 	<ul style="list-style-type: none"> • Returning homework
<i>Routines for student movement</i>	<ul style="list-style-type: none"> • Distributing materials
<ul style="list-style-type: none"> • Entering the room at the beginning of the period. 	<ul style="list-style-type: none"> • Preparing paper for assignment
<ul style="list-style-type: none"> • Leaving the room at the end of the period 	<ul style="list-style-type: none"> • Collecting in-class assignments
<ul style="list-style-type: none"> • Going to the restroom 	<ul style="list-style-type: none"> • What to do when assignments have been completed
<ul style="list-style-type: none"> • Going to the nurse 	Interaction routines: Routines that specify when talk is permitted and how it is to occur
<ul style="list-style-type: none"> • Going to the library 	<i>Talk between teacher and students</i>
<ul style="list-style-type: none"> • Fire drills 	<ul style="list-style-type: none"> • During whole-class lessons
<ul style="list-style-type: none"> • Sharpening pencils 	<ul style="list-style-type: none"> • When the teacher is working with a small group
<ul style="list-style-type: none"> • Going to the wastebasket 	<ul style="list-style-type: none"> • When the teacher needs the attention of the entire class
<ul style="list-style-type: none"> • Getting a drink of water 	<ul style="list-style-type: none"> • When students needs the teacher's attention
<ul style="list-style-type: none"> • Using the computer or other equipment 	<i>Talking among students</i>
<ul style="list-style-type: none"> • Getting materials 	<ul style="list-style-type: none"> • During independent assignments
<i>Housekeeping routines</i>	<ul style="list-style-type: none"> • Before the bell rings
<ul style="list-style-type: none"> • Cleaning chalkboards/whiteboards 	<ul style="list-style-type: none"> • During transitions
<ul style="list-style-type: none"> • Watering plants 	<ul style="list-style-type: none"> • During intercom announcements
<ul style="list-style-type: none"> • Storing personal items 	<ul style="list-style-type: none"> • During cooperative learning activities
<ul style="list-style-type: none"> • Maintaining common storage areas 	<ul style="list-style-type: none"> • During peer conferencing/editing
<ul style="list-style-type: none"> • Cleaning up the classroom before dismissal 	<ul style="list-style-type: none"> • When a visitor comes to speak with the teacher